

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Claims Office Assistant

POSITION NUMBER: TGO 004-12

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High school diploma or GED equivalent required. * (Document must be attached with application)

SKILLS:

- ☐ Must type 30 wpm. (Test required)
- ☐ Must be computer literate with working knowledge of Microsoft Excel and Word.
- ☐ Must be self motivated and have the ability to keep on task with minimal supervision.
- ☐ Must have outstanding time management and organizational skills and have the ability to multi-task.
- ☐ Must display a high level of accuracy and attention to detail in all aspects of the job.
- ☐ Familiarity with modern office machines.
- ☐ Strong ten key and data entry skills.
- ☐ Excellent communication skills both verbal and written, to effectively communicate with employees, applicants, and other outside agencies.

EXPERIENCE:

- ☐ Minimum of one (1) year experience working in an office or related field.
- ☐ Minimum of one (1) year clerical or secretarial experience maintaining records and filing systems.
- ☐ Minimum of six (6) months working experience utilizing Microsoft Word, Excel, Access, and/or other database programs.
- ☐ Minimum of six (6) months experience with database functions.
- ☐ Minimum of six (6) months experience maintaining confidentiality of records and information.
- ☐ Prior experience with document scanning preferred.

OTHER REQUIREMENTS:

- ☐ Ability to maintain confidentiality of records and information.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be able to successfully complete either a tribal, state, or federal background investigation.
- ☐ Must be able to obtain a Category B Tribal Gaming License.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual finger dexterity for the operation of a personal computer.
- ☐ Ability to sit for extended periods of time, up to eight hours.
- ☐ Ability to bend and stoop to accomplish routine filing duties.
- ☐ Tolerance to be exposed to computer screens for prolonged periods of time.
- ☐ Tolerance to work in a smoke filled environment.

Department: Human Resources

Employee Classification: Non-exempt

Job Summary: Assist claims with entering information into the computer system from a variety of hard copy forms adhering to input standards, proofreading, and verifying accuracy of entered data. Maintains an efficient and organized filing system by preparing filing and retrieval of documents through document scanning. Creates reports as requested. Adheres to strict confidentiality requirements at all times.

Employee Reports To: Claims Administrator or designee

Extent of Job Authority: Responsible for perform duties as directed in accordance with established departmental policies and procedures.

Specific Duties Performed:

1. Accurately records necessary data into Infinium from a variety of hard copy forms.
2. Assists team members and/or others with questions and concerns within scope of knowledge.
3. Practices good guest and team member relation skills in all communications.
4. Files, sorts, and scans documents.
5. Processes doctors notes.
6. Assists and answers questions regarding Qualified Medical Leave.
7. Sends out Qualified Medical Leave Packets as needed or requested.
8. Enter in new hire and rehire team member data in Infinium and benefit spreadsheet.
9. Performs data entry.
10. Mails certified mail out as directed.
11. Utilizes copy, fax, and other modern office machines.
12. Proofread and verify accuracy of entered data.
13. Maintains current and up to date knowledge and understanding of current personnel policies and procedures, doctors notes, Qualified and Medical Leave.
14. Attends training and workshops as required to acquire new skills and keep updated and maintain present skills.
15. Maintains confidentiality of all records and information within the department at all times.
16. Responsible for maintaining and ensuring files are kept accurate and up to date.
17. Answers the telephone and takes messages when necessary.
18. Assists department with scanning HR files as needed.
19. Performs other related duties as necessary or directed.

Terms of Employment: This is a Regular Full-time position requiring up to 40 hours per week, or 2080 hours per year.

Pay Rate: \$14.01 per hour

Opening Date: January 6, 2012

Closing Date: January 20, 2012 @ 4pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Central Employment Office, located at 10200 Quil Ceda Blvd Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 9:00 a.m. to 5:00 p.m. Main telephone number (360) 716-1562.